



Birthday Party Assistant **Berks Nature**

Reports to: Environmental Education Coordinator and Watershed Specialist

About this Position: Scope of Work

The **Birthday Party Assistant** is responsible for hosting, preparing, clean-up, and conducting activities for children and guests during scheduled birthday parties at The Nature Place. The position requires strong communication skills and comfort level engaging with groups of children as well as groups of adults, parents, and grandparents.

Primary Responsibilities

- Set up and clean up birthday parties.
- Host birthday parties (often with at least one additional team member) and lead activities for children.
- Assist all party participants and visitors with arrival and ensure guests are satisfied with their visit.
- Attend all required training sessions and scheduled meetings.
- Respond quickly, efficiently, and professionally to any emergency situation; complete necessary paperwork and notify the appropriate professional staff member of unusual events.
- Assist with the general maintenance/upkeep of party areas.
- Enforce all rules and regulations promptly and professionally; notify the appropriate staff member of inappropriate behavior of facility users.
- Make appropriate arrangements for a qualified substitute if unable to attend work.
- Responsibly manage all store sales during your shift and offer assistance to customers.
- Become fully trained as a tour guide of The Nature Place, including general knowledge of our green and sustainable features inside and outside of the building.
- Greet all visitors of The Nature Place and offer educational tours of our sustainable features and guidance during their visit.
- Work cooperatively with the Berks Nature team.
- Cooperate with the President, vice presidents, and/or Board of Directors as requested.

General Essential Job Functions

- Develop and steward a sense of community, belonging and connection to nature.
- Champion equity, diversity and inclusion efforts to accomplish strategic goals.
- Maintain expected professional standards and compassionate manner.
- Maintain clear and regular communications and a positive relationship with fellow staff, interns, volunteers, students, and other stakeholders to achieve common goals and avoid potential conflicts.
- Complete the required training, professional development, and paperwork in a timely manner.

- Maintain a schedule as determined by the Vice President. Attend staff meetings and other relevant meetings.
- Provide enthusiastic leadership of environmental education and science programs both on and off-site.
- Assist in Berks Nature activities and other duties, as needed.

Education, Experience and Qualifications

Required Qualifications

- Clearances and Training (obtained before hire date)
 - Pennsylvania State Police (PSP) Criminal History (PA Act 35 and Act 114)
 - Pennsylvania Department of Human Services (DHS) Child Abuse History (Act 151 and Act 114)
 - Federal Criminal History Record Information (CHRI) – FBI Report (Act 114)
 - Mandated Reporting Training (Act 126)
- CPR & First Aid certification or ability to obtain them before hire date
- Reliable transportation

Most Desirable Qualities

- A strong work ethic with a track record of being reliable, honest, and kind
- Ability to laugh, remain calm, and persevere when faced with challenges
- Patient, positive disposition
- Eager to grow and learn with others

Knowledge Skills and Abilities

- Must maintain a high level of concentration for extended periods of time.
- Ability to work with attention to detail.
- Must be able to stand for long periods of time.
- Customer service and strong communication skills desirable.
- Strong leadership abilities and excellent interpersonal skills, strategic thinking, project and grant management, organizational, entrepreneurial, and time-management skills
- Self-motivated, solution-oriented and self-directed with the flexibility to work independently and collaboratively as part of a team
- Skilled communicator, guided by a desire to listen to and speak compassionately with both children and adults; Strong written and communication skills
- Proficient in software and integrated applications (communication applications, Microsoft suite, project management, and other productivity tools)

Physical Demands/Work Environment

The physical demand and work environment characteristics described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

During most of the year, the education staff spend the better part of their day outdoors. The employee must be able to:

1. Spend multiple hours outdoors in all weather (heat, cold, rain, snow) in multiple terrains.
2. Engage in sustained physical activity throughout the day.
 - a. Standing, walking or hiking, some bending, stooping, and stretching
 - b. Verbal communication to groups of students in an outdoor and indoor setting
 - c. Eye-hand coordination and manual dexterity to set up equipment and assist students
 - d. Lift up to 50 pounds (size of a small child)
3. Normal range of hearing and eyesight to record, prepare, and communicate appropriate activities/programs to guide participants at all times
4. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity
5. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist clients in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of students

Berks Nature offices and The Nature Place and its campus are smoke-free. Successful candidates should have the ability to work harmoniously in a friendly environment.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

Compensation and Hours

This position's base annual salary range is \$15.75 - \$ 18.75. Actual salary will reflect the level of experience and qualifications relative to the position requirements.

Hours: Part-time (approximately 3 – 6 hours per week); Saturday with occasional evenings and alternate days as required by the position.

This position is: Exempt (from overtime) or Non-Exempt (eligible for overtime)

This position is: Paid hourly or Salaried position

Equal Employment Opportunity Statement

Berks Nature is committed to a policy of equal employment opportunity. We celebrate diversity and are committed to creating an inclusive environment for all employees and applicants. All aspects of employment are governed and administered on the basis of merit, qualifications, and competence and are not influenced or in any manner affected by race, color, age, sexual preference, national origin, ancestry, religion, disability, marital status or any other classification protected by law.

Berks Nature's Commitment to Diversity, Equity, Inclusion, Justice and Belonging

We value a racially, ethnically, and culturally diverse work community and we strongly encourage applications from people of all backgrounds within our community to help Berks Nature achieve its mission.

Just like it takes a diversity of species to make our natural environment thrive, Berks Nature recognizes that having a culture of inclusion where all individuals feel respected and are treated fairly will bring us a power of talent to do our work and engage others in the love for and

protection of nature. Accordingly, it is Berks Nature's goal to be intentional and inclusive in the involvement, engagement, and empowerment of all groups of people within our community to help Berks Nature achieve its mission. Berks Nature will take the broadest possible view of diversity in order to attract, develop, engage and retain people from all walks of life and backgrounds in our work. Berks Nature endeavors to not see any species become extinct. So to, we desire not to neglect or exclude any audience from our work.

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To Apply

Submit a cover letter and resume along with contact information to Human Resources at hr@berksnature.org or mail to Human Resources at Berks Nature, 575 St. Bernardine Street, Reading, PA 19607.

Employee Name (Printed):

Employee Signature:

Date: